

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2019 APR 18 PM 12:01

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute and International Republican Institute

Travel date(s): February 10-18, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$1,946.43 - International Airfare	\$765.00	\$930.14	\$270 - Visa
<input checked="" type="checkbox"/> Actual Amount	\$1,959.30 - Local Transportation \$110.06 - Airport transfers			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

4/18/19
(Date)

Alexandra Davis
(Printed name of traveler)

Ally A. Davis
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/18/19
(Date)

Chris Carr
(Signature of Supervising Senator/Officer)

Form RE-1

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

N/A

NDI and IRI jointly organize the mission pursuant to its cooperative agreement with USAID. NDI directly covers all costs for its delegates, including Ms. Alexandra Davis.

NDI's mission is to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government. The international observation would provide nonpartisan, independent analysis of the conduct of Nigeria's 2019 elections.

Congressional members and staff through its work with the House Democracy Partnership.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI conducts training for civil society organizations, political parties, government representatives, and other democratic institutions to improve government accountability, citizen engagement in political process and policy responsiveness to citizen priorities.

- 16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$2,650 - International and Domestic Airfare \$150 - Airport Transfers	\$1,260 (\$140/night)	\$1,400	\$300 - Visa \$300 - Immunizations

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

A) This trip is organized without regard to congressional participation.

- 18. Reason for selecting the location of the event or trip**

The purpose of the trip is to observe Nigeria's 2019 elections.

19. Name and location of hotel or other lodging facility:

Transcorp Hilton Abuja

20. Reason(s) for selecting hotel or other lodging facility:

Most secure hotel in Abuja, flexible with room bookings for large delegation, has event and operations space, and multiple on-site restaurants to reduce travel in Abuja during election period in which insecurity is possible.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

NDI does not provide lodging or meals that exceed the maximum allowable per diem rate for Federal

Government travel. All hotels and meals are below the daily per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Shari Bryan, Vice President

Name of Organization: National Democratic Institute

Address: 455 Massachusetts Ave NW, 8th Floor, Washington, DC, 20001

Telephone Number: 202-728-5500

Fax Number: 888-875-2887

E-mail Address: sbryan@ndi.org

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NDI/IRI INTERNATIONAL OBSERVATION MISSION TO NIGERIA'S 2019 ELECTIONS

Time	Location	Event
Sunday, February 10, 2019		
6:20pm	Washington Dulles International Airport	Depart on Lufthansa #419 to Frankfurt, Germany
Monday, February 11, 2019		
8:05am	Frankfurt Airport	Arrive in Frankfurt, Germany
11:15am	Frankfurt Airport	Depart on Lufthansa #594 to Abuja, Nigeria
5:30pm	Nnamdi Azikiwe International Airport	Arrive in Abuja, Nigeria and met at airport by NDI staff
7:00pm	Transcorp Hilton Abuja	Check-in at hotel and receive briefing materials
Tuesday, February 12, 2019		
6:30am - 9:00am	Transcorp Hilton Abuja	Breakfast
9:00am – 09:15am	Transcorp Hilton Abuja	Welcome and Introductions (Roundtable): NDI and IRI leadership provided opening remarks for the observation mission. NDI and IRI staff and delegates introduced themselves. <u>Presenters:</u> <ul style="list-style-type: none"> • <i>H.E. Festus Mogae, Former President of Botswana</i> • <i>Amb. Derek Mitchell, President, NDI</i> • <i>Dr. Christopher Fomunyoh, Regional Director for Central and West Africa (CEWA), NDI</i> • <i>Aubrey McCutcheon, Sr. Resident Director Nigeria, NDI</i> • <i>Raymond Esebagbon, Deputy Country Director Nigeria, NDI</i> • <i>John "JT" Tomaszewski, Africa Director, IRI</i>
09:15am – 9:30am	Transcorp Hilton Abuja	NDI's and IRI's Approach to International Election Observation (Lecture): NDI and IRI presented its methodology and approach to international election observation, highlighting the role of an international observation in supporting the building of democratic electoral processes around the world and in Nigeria. <u>Presenters:</u> <ul style="list-style-type: none"> • <i>Dr. Christopher Fomunyoh, Regional Director for Central and West Africa (CEWA), NDI</i> • <i>John "JT" Tomaszewski, Africa Director, IRI</i>
9:30am-10:00am	Transcorp Hilton Abuja	Agenda Review, Communications, Hotel, and Logistics (Lecture): NDI and IRI presented the observation mission agenda, how NDI and IRI will communicate with delegates, hotel arrangements, and logistics for the observation

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		mission. Delegates learned about how each agenda item will contribute to their learning about Nigeria's political and electoral processes.
10:00am-10:15am	Transcorp Hilton Abuja	<p>Media Protocol (Lecture): NDI and IRI reviewed the observation mission media protocol. Delegates learned how to respond to inquiries from the media if they are approached to provide comment on the observation mission or the election process.</p> <p><u>Presenters:</u></p> <ul style="list-style-type: none"> • Toyin Awesu, NDI Communications Manager • Morgan Martinez, IRI Communications Manager
9:45am - 11:15am	Transcorp Hilton Abuja	<p>Briefing #1: Political Context and Overview of the 2019 Nigeria Elections (Lecture): NDI and IRI presented an overview of Nigeria's current and historic political context as well as the electoral environment ahead of the 2019 elections.</p> <p><u>Presenters:</u></p> <ul style="list-style-type: none"> • Raymond Esebagbon, Deputy Country Director Nigeria, NDI • Gemima Barlow, Program Director, NDI • Sunday Alao, IRI Political Expert
11:15am – 11:30am	Transcorp Hilton Abuja	Break
11:30am – 1:00pm	Transcorp Hilton Abuja	<p>Briefing #2: Citizen Observation of the 2019 Elections (Lecture): NDI, IRI, and representatives of domestic election observation groups presented on the history of domestic election observation in Nigeria, preparations for the 2019 domestic election observation, the observation methodology, and long-term goals for utilizing the observation findings in election reform efforts in Nigeria.</p> <p><u>Presenters:</u></p> <ul style="list-style-type: none"> • Raymond Esebagbon, Deputy Country Director Nigeria, NDI • Cynthia Mbamalu, Project Director, #WatchingtheVote • Clement Nwankwo, Convener, Nigerian Civil Society Situation Room • Idayat Hassan, Director, Center for Democratic Development (CDD)
1:00pm – 2:00pm	Transcorp Hilton Abuja	Group Lunch
2:00pm - 3:30pm	Transcorp Hilton Abuja	<p>Briefing #3: Election Violence Risk and Mitigation Efforts (Lecture): NDI and IRI presented on the history of election-related violence in Nigeria as well as the current</p>

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		<p>risk for violence around the 2019 elections and mitigation efforts the Institute is supporting through its programming.</p> <p><u>Presenters:</u></p> <ul style="list-style-type: none"> • Marie Allegret, Mission Election Violence Thematic Expert • Sophia Moestrup, NDI CEWA Deputy Director • Adeolu Ade Adewumi, National Coordinator, Peace and Security Network • Dr. Benson Olugbuo, Executive Director, CLEEN Foundation (Centre for Law Enforcement Education) • Oluchi Agbanyim, Election Support Specialist, United States Institute of Peace
3:30pm - 3:45pm	Transcorp Hilton Abuja	Break
3:45pm - 5:30pm	Transcorp Hilton Abuja	<p>Briefing #4: Inclusion of Marginalized Groups in the Elections (Lecture): NDI, IRI, and their local partners presented on their programming related to the inclusion of marginalized groups in electoral processes in Nigeria, particularly programs supporting marginalized communities to participate in the 2019 elections.</p> <p><u>Presenters:</u></p> <ul style="list-style-type: none"> • Esther Tawiah, Mission Inclusion Thematic Expert • Liz Lewis, IRI Africa Deputy Director • Kingsley Bangwell, Team Leader, Youngstars Development Initiative • Grace Jerry, Executive Director, Inclusive Friends Association • Mufuliat Fijabi, Executive Directors Nigerian Women's Trust Fund
5:30pm	Transcorp Hilton Abuja	Group Photograph
7:30pm	Transcorp Hilton Abuja	Group Dinner
Wednesday, February 13, 2019		
6:30am – 09:00am	Transcorp Hilton Abuja	Breakfast
9:00am - 10:30am	Transcorp Hilton Abuja	<p>Briefing #5: Independent National Election Commission (INEC) and Election Preparations (Lecture): NDI, IRI, and INEC representatives presented on the role of the Commission, its duties and responsibilities for the 2019 elections, and provided a summary of its preparations ahead of the 2019 elections.</p> <p><u>Presenters:</u></p>

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		<ul style="list-style-type: none"> Asante Kissi, Mission Election Administration Thematic Expert Sentell Barnes, IRI Nigeria Country Director Prof. Mohammad Kuna, Special Advisor, INEC Festus Okoye, National Commissioner, INEC
10:30am – 10:45am	Transcorp Hilton Abuja	Break
10:45am - 1:00pm	Transcorp Hilton Abuja	<p>Briefing #6: E-Day Observation Methodology, Procedures, Reporting, and Code of Conduct (Lecture): NDI and IRI presented the election day observation methodology, including a review of the observation checklist; election day agenda; procedures for reporting observation findings and critical incidents on election day; and the observation mission's code of professional conduct for election observers.</p> <p><u>Presenters:</u></p> <ul style="list-style-type: none"> Amanda Pleasant, Elections Team, NDI Jess Keegan, Africa Program Director and Senior Technical Specialist, IRI
1:00pm – 2:30pm	Transcorp Hilton Abuja	<p>Working Lunch with NDI and IRI Staff - Discussion of NDI and IRI Programs in Nigeria (Lecture and Q&A): Delegates learned about the NDIs' and IRI's democracy and governance development programs in Nigeria from its in-country staff. The discussion helped delegates to understand how the diversity of programs interlink and contribute to the strengthening of Nigeria's democratic institutions.</p>
2:30pm – 3:30pm	Transcorp Hilton Abuja	<p>Briefing #7: Security Briefing (Lecture): NDI presented an overview of the security environment for the delegation around the 2019 elections and the security protocols for the observation mission.</p> <p><u>Presenters:</u></p> <ul style="list-style-type: none"> Dan Reilly, Sr. Operations Manager, NDI Farouk Abdullahi, Nigeria Operations Manager, NDI
3:30pm - 3:45pm	Transcorp Hilton Abuja	Break
4:30pm – 5:30pm	Transcorp Hilton Abuja	<p>Briefing #11: Deployment Assignments and Logistics (Lecture): NDI and IRI presented the delegation's deployment logistics, areas of observation (AOOs), and observation teams. Each delegate is partnered with a fellow delegate, or observation partner, as a deployment team to their AOO. The Institutes distributed briefing materials for the specific states to which observation teams will deploy for their election-day observations.</p> <p><u>Presenters:</u></p>

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		<ul style="list-style-type: none"> • Courtney Hess, Mission Coordinator, NDI • Jessi Findley, Mission Coordinator, IRI
7:00pm – 8:30pm	Transcorp Hilton Abuja	Dinner
Thursday, February 14, 2019		
6:30am – 07:00am	Transcorp Hilton Abuja	Breakfast
7:00am - 10:30am		Travel to AOO (Nasarawa State) and Check Into Taal Conference Hotel, Lafia, Nasarawa State
10:30am - 11:30am	Lafia, Nasarawa State	Meeting with INEC Resident Election Commissioner (REC) for Nasarawa State (Q&A): Delegate met with INEC Resident Election Commissioner for Nasarawa state to discuss preparations for election day in the state.
11:30am - 12:00am		Lunch
12:00am - 3:00pm	Lafia, Nasarawa State	Meeting with Nasarawa State Civil Society Representatives: Delegates met with representatives from local civil society organizations in Nasarawa State to better understand the local electoral environment, including organizations working on voter education, peace messaging, and get out the vote campaigns. Delegates met with representatives from the Nigerian Union of Journalists, the Young African Leaders Initiative (YALI), and the ShelterLife Environmental Initiative NGO.
3:30pm - 5:30pm		Locating polling stations to visit on election day: Each observation team was given a list of polling stations in their AOO from which they choose 4-8 polling stations to visit. The pre-election day visits helped observation teams understand the electoral and political environment in their AOO, introduce themselves to polling station officials, and learn from polling station officials about the demographics and politics of the local community as well as the process of preparing the polling station for election day.
5:30pm - 6:30pm		Return to Hotel
7:00pm	Ta'al Conference Hotel Lafia	Check in with Abuja Coordination Center
7:30pm – 9:00pm	Ta'al Conference Hotel Lafia	Working dinner to review polling stations visits: Delegates reviewed the day's meetings with their observation partner and discuss what they learned about the political dynamics, demographics, and election day preparedness of their AOO. This working dinner helped the observation team prepare for the next day's meetings.
Friday, February 15, 2019		
6:00am – 07:00am	Ta'al Conference Hotel Lafia	Breakfast

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7:00am - 8:30am		Travel to Lafia, Nasarawa State
8:00am	Ta'al Conference Hotel Lafia	Check-in with Abuja Coordination Center
8:00am - 8:30am		Travel to meetings
8:30am - 9:00am	Lafia, Nasarawa State	Meeting with All Progressives Congress (APC): Delegates met with the public affairs officer of the APC political party's local party branch to understand the perspective of one of the political parties in Nasarawa State. Delegates learned about the party's communications and citizen engagement approach ahead of the election.
9:30am - 10:30am	Lafia, Nasarawa State	Meeting with Nasarawa State Police Commissioner: Delegates met with the police commissioner of Nasarawa State to understand how security considerations and preparedness for election-day in the state.
11:00am - 11:30am	Lafia, Nasarawa State	Meeting with People's Democratic Party (PDP): Delegates met with the PDP secretariat of the local party branch to understand the perspective of one of the political parties in Nasarawa State. Delegates learned about the party's communications and citizen engagement approach ahead of the election.
12:00pm - 1:00pm	Lafia, Nasarawa State	Working Lunch: Delegates reviewed the morning meetings with their observation partner, and substantively discuss the information they learned about the electoral environment in Nasarawa State. Delegates synthesized this information and formulated questions they wish to ask in their afternoon meeting to understand the election process and election preparedness in Nasarawa State.
1:00pm - 3:00pm	Lafia, Nasarawa State	Meeting with INEC Security Officials: Delegates met with INEC and government security officials to discuss security preparations for election day. Delegates learned about the various government agencies providing security around different aspects of the electoral process and preparedness to keep citizens and election materials safe.
3:30pm - 5:00pm	Lafia, Nasarawa State	Meeting with European Union (EU) and U.S. Embassy Observation Teams: Delegates met with representatives from the EU and U.S. Embassy observation teams deployed to Nasarawa State. Delegates learned about the meetings and observations of their counterparts from the EU and U.S. Embassy teams as well as differing election observation methodologies utilized by each team and how the different methodologies assess Nigeria's election process.
5:00pm - 5:30pm		Return to hotel
5:30pm - 6:30pm	Ta'al Conference Hotel Lafia	Pre-election findings report: Delegates prepared a brief of the findings from their pre-election meetings in and what

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		they learned about the election process, electoral preparedness, and election security in Nasarawa State to send to the observation mission's Abuja Coordination Center.
7:00pm	Ta'al Conference Hotel Lafia	Check-in with Abuja Coordination Center
7:00pm - 9:00pm	Ta'al Conference Hotel Lafia	Working dinner to review day's meetings and E-Day agenda: Delegates reviewed the day's meetings with their observation partner and the election day agenda to plan for the following day's deployment.
Saturday, February 16, 2019		
7:30am	Ta'al Conference Hotel Lafia	Check-in with Abuja Coordination Center
7:30am-8:30am	Ta'al Conference Hotel Lafia	Working breakfast: Delegates discussed INEC's decision to delay Nigeria's Presidential and National Assembly elections, and the impact this decision has on electoral and political processes, citizen trust in these processes, and the consolidation of Nigeria's democracy.
8:30am-10:00am	Lafia, Nasarawa State	Meetings with Voters: Delegates met with voters in Nasarawa state to learn about their reactions to INEC's decision to the delay of the elections, how this decision impacted their perception of INEC, political processes, and the election process.
10:00am-11:00am	Ta'al Conference Hotel Lafia	Meeting with U.S. Embassy Observation Team: Delegates met with the U.S. Embassy's observation team deployed to Nasarawa state to discuss the delay of the elections. Delegates learned about the U.S. Embassy perspective on the election delay and its impact on voter trust and Nigeria's democratic development.
11:00am - 2:30pm		Travel from Nasarawa State to Transcorp Hilton Abuja
2:30pm	Transcorp Hilton Abuja	Check-in with Abuja Coordination Center
5:00pm - 7:30pm	Transcorp Hilton Abuja	Working Dinner: Delegates who returned from their AOOs (not all delegates arrived back to the Abuja this day, some arrived the following day) discussed pre-election day observations from their respective AOOs as well as meetings held with voters, government officials, and civic leaders regarding the election delay to understand differing perspectives from around the country on how the delay impacts citizen trust in electoral and political processes.
Sunday, February 17, 2019		
6:30am - 9:00am	Transcorp Hilton Abuja	Breakfast

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11:10pm	Nnamdi Azikiwe International Airport	Depart on Lufthansa #595 to Frankfurt, Germany
Saturday, February 23, 2019		
5:35am	Frankfurt Airport	Arrive in Frankfurt, Germany
11:25am	Frankfurt Airport	Depart on United #988 to Washington D.C., USA
2:35pm	Washington Dulles International Airport	Arrive in Washington D.C., USA

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Davis, Alexandra (Coons)

From: Jerry Hartz <jhartz@ndi.org>
Sent: Tuesday, January 8, 2019 12:14 PM
To: Davis, Alexandra (Coons)
Cc: Mancinelli, Thomas (Coons); Chris Fomunyoh
Subject: Invitation to Join Nigeria Election Mission

Hi Alex,

Hope you are doing well even in the midst of the shutdown chaos.

NDI and IRI are conducting a joint election mission for the Nigeria elections that are occurring on Saturday, Feb. 16th. NDI would like to invite you to join our election mission as an official observer. Our delegation will arrive in Nigeria beginning on Tuesday, February 12th, and will return after the press conference on Monday, February 18th. We realize that there are votes during the week of February 11th so we could accommodate a shorter period of time on the ground if needed.

As you know, this is one of the most important elections in Africa this year. I'm very sorry for the late notice but the 30-day Ethics deadline will be COB tomorrow, January 9th, to file. Please let me know by as soon as you can if you are able to go -- hopefully by COB today. We would love to have you!

Please don't hesitate to reach out with any questions.

Hope you can join us!

Best
Jerry and Chris

Jerry Hartz
Director of Government Relations and Communications
National Democratic Institute
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Washington, DC 20001

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Alexandra Davis
was the only
Senate invitee